

## **HUMAN RESOURCES DEPARTMENT**

### **County of San Luis Obispo**

#### **SHERIFF'S CHIEF MEDICAL OFFICER**

##### **DEFINITION:**

Under general direction, plans, organizes, controls, and directs all clinical functions of the Sheriff's Office Law Enforcement Health Care Services, in accordance with policies established by the County Board of Supervisors, and regulations issued by applicable governmental agencies.

##### **DISTINGUISHING CHARACTERISTICS**

This is a single-position class in the Sheriff-Coroner's Office and is responsible for all clinical decisions within the Sheriff's Law Enforcement Health Care Services and all policies and operations concerning inmate care, welfare, and treatment. It is distinguished from Staff Physician in that, the Staff Physician provides direct patient care, and the Sheriff's Chief Medical Officer, (CMO) is responsible for patient management, chronic care, planning, administration, and management functions. The Sheriff's Chief Medical Officer (CMO) requires knowledge of Correctional Healthcare Standards. Furthermore, the CMO is distinguished from the Public Health Administrator/Health Officer in that the CMO has responsibility for correctional healthcare, whereas the Public Health Administrator has responsibility for the public health program.

##### **REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Directs, coordinates, and manages all clinical and related activities of Law Enforcement Health Care Services staff to implement the community standard of medical care (e.g., medical, dental, mental health, ancillary services etc.) for the inmate population.
- Directs transfer of inmates to outside medical facilities for treatment that may not be available at County of San Luis Obispo institutions.
- Evaluates existing services, identifies needs, and develops long-range program/service plans, including goal setting, program design and evaluation, and policy development.
- Based on information derived from data analysis, recommends and executes improvements to management and clinical systems, methods and procedures.
- Monitors quality assurance and utilization review policies, procedures, and methodologies.
- Works closely with County of San Luis Obispo administrators to establish improved communication, methods, forms, and procedures as needed.
- Serves as liaison between Law Enforcement Health Care Services staff and hospitals, , medical associations, community and advocacy organizations, volunteer groups, law enforcement, and other organizations, to facilitate exchange of information and services and to encourage higher professional standards.

- Supervises the maintenance of records and case histories.
- Forecasts financial requirements for future clinical needs; develops, maintains, and oversees annual operational budgets for the Law Enforcement Health Care Services; analyzes budgetary and financial data; controls and authorizes expenditures in accordance with established policies and procedures; recommends adequate personnel and resource levels to meet Law Enforcement Health Care Services needs; develops and negotiates contracts.
- Supervises and evaluates the performance of Law Enforcement Health Care Services personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates subordinate work assignments and reviews work to assure accuracy, completeness and compliance with established standards, requirements and procedures; establishes and maintains work schedules and priorities; oversees the provisions of staff training to develop professional skills of medical personnel.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Modern principles and practices of physical and mental illness, and emotional disorders, emphasizing diagnostic and treatment methodologies, emergency, and acute medical services as appropriate to a population detained in a correctional facility
- Psychopharmacology
- General medicine and its relationship to mental illness
- Principles of effective organization, management, and utilization of medical and mental health services
- Quality assurance and utilization review principles, policies, and methodologies
- Joint Commission on Accreditation of Hospital Standards and applicable federal rules and regulations for acute in-patient care programs/facilities
- Principles and techniques of personnel management, particularly regarding medical personnel, including effective supervision and training methodologies
- Community organizations, particularly regarding medical and mental health services, program, and facilities
- County customer service objectives and strategies
- National Commission of Correctional Healthcare Standards
- Federal, state, and local laws governing public health work systems

### **Ability to:**

- Diagnose and treat various types and severities of physical and mental disorders and provide supervision to the physicians working in the jails

- Prepare and interpret health records and medical reports to ensure quality medical care
- Analyze data/situations accurately to determine and implement appropriate course of action
- Lead, direct, supervise, collaborate with, train, and motivate multidisciplinary staff, including medical, professional and support personnel.
- Delegate authority and responsibility
- Develop and maintain positive image of detentions medical services, by providing leadership to inmate health issues and community concerns regarding 24-hour, seven day a week acute in-patient care
- Communicate effectively orally and in writing
- Establish effective working relationships with management, employees, employee representatives and the public
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Oversee budgetary process and clinical utilization of services, and demonstrate fiscal responsibility in the execution of quality healthcare
- Prepare and supervise the preparation of case histories and the keeping of medical records
- Learn to use medical services software

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited U.S. medical university, or certified foreign studies equivalency and;
- Three (3) years of medical administrative work in a corrections or hospital setting which included the emergency department of a hospital, clinic, or other facility, preferably public, providing general medical care and treatment.

#### **LICENSES AND CERTIFICATES:**

- Valid license to practice medicine in the State of California; OR; Possession of a valid license to practice medicine in another State in U.S. with a pending application to obtain license to practice medicine in California. A valid license to practice medicine in California must be obtained within three (3) months of appointment.
- Valid Drug Enforcement Administration (DEA) license must be obtained within three (3) months of appointment
- A valid CALIFORNIA driver license is required at the time of appointment

Note: The above licenses and certifications must be maintained throughout employment.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

The Sheriff's Chief Medical Officer works in an environment subject to fumes and odors, and bio-hazards including blood and other bodily fluids, and communicable diseases.

Must be willing to work flexible hours, which may include weekends, holidays, and shift work.

Must be mentally and physically capable of performing the classification's essential functions as summarized in this information.

Must be able to pass a thorough background investigation.

If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted:

Revised:

Revised: